

ACTIVATION WAREHOUSE MONTEREY RFP VA261-15-R-0075
QUALITY ASSURANCE SURVEILLANCE PLAN (QASP)

Performance Standards				
Required Services	Performance Standards	Acceptable Quality Level (AQL)	Monitoring	Incentives/Disincentives
Prepare and maintain the Project Management Plan (PMP)	PMP contains, at a minimum, the sections listed in section 5.a.1 of the PWS and is updated to include approved changes	PMP is complete and contains the level of detail commensurate with the size, scope and complexity of the activities to be performed under the contract, and is updated prior to executing the activities affected by the change.	100% review by the COR.	<p>The Government will not pay for services that do not conform or do not meet performance standards, or have not been properly rendered.</p> <p>The Contractor shall be given an opportunity to correct non-conforming services at no cost to the Government.</p>
Present progress reports	Progress reports are consistent with project management plan	No deviation.	100% review by the COR.	<p>The Government will not pay for services that do not conform or do not meet performance standards, or have not been properly rendered.</p> <p>The Contractor shall be given an opportunity to correct non-conforming services at no cost to the Government.</p>
Present meeting minutes	Complete meeting minutes are presented within three (3) days of each meeting	Meeting minutes are complete and contains the level of detail appropriate to accurately capture the meeting's content, including, but not limited to, discussion points, action items, and issues. Meeting minutes are delivered within (3) business days of each meeting.	100% review by the COR.	<p>The Government will not pay for services that do not conform or do not meet performance standards, or have not been properly rendered.</p> <p>The Contractor shall be given an opportunity to correct non-conforming services at no cost to the Government</p>

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Present inventory management report	FF&E items are entered and managed using the contractor's inventory management system. FF&E items can be tracked to the purchase order and the physical location in the warehouse facility.	100% accuracy and 100% completeness	Random inspection of inventory management report; VA Logistics personnel will reconcile report against the report generated from VA legacy system	<p>The Government will not pay for services that do not conform or do not meet performance standards, or have not been properly rendered.</p> <p>The Contractor shall be given an opportunity to correct non-conforming services at no cost to the Government.</p>
Transportation and installation of FF&E items and packed boxes	FF&E items and building infrastructure is undamaged upon postinstallation acceptance and installed meeting manufacturer instructions, drawings, and specifications	No deviation.	100% inspection; VA will inspect all FF&E items during postinstallation inspection; VA and contractor will perform a pre- and postinstallation inspection of building infrastructure	<p>The Contractor will develop a remediation plan for damaged FF&E and/or building infrastructure within three (3) business days of identification. The Contractor will present the remediation plan to the COR for approval. The contractor will begin implementing the approved remediation plan within one (1) week of approval.</p>

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Provide user and operating manuals	All FF&E item user and operating manuals provided to the COR during FF&E post-installation acceptance	No deviation	100% review by the COR.	<p>The Government will not pay for services that do not conform or do not meet performance standards, or have not been properly rendered.</p> <p>The Contractor shall be given an opportunity to correct non-conforming services at no cost to the Government.</p>
Provide excess parts/items	All FF&E excess parts/items provided to the COR during FF&E post-installation acceptance	No deviation.	100% review by the COR.	<p>The Government will not pay for services that do not conform or do not meet performance standards, or have not been properly rendered.</p> <p>The Contractor shall be given an opportunity to correct non-conforming services at no cost to the Government.</p>